



# BUILDING INSPECTION PROCEDURE

As your construction project progresses, inspections by City of Milpitas Building inspectors are required. It is the responsibility of the person performing the work under this permit to contact the Building Inspection Division to schedule inspections. Inspections are requested and scheduled by calling the Inspection Request Line which is open 24 hours each day. **The telephone number of the Inspection Request Line is:**

**(408) 586-3259**

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## TO SCHEDULE AN INSPECTION

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1. **CALL THE INSPECTION REQUEST LINE** at least **one business day** before you need the inspection
  - Call before **3:30 pm** for a next business day inspection. NOTE that calls received after 3:30 pm will not get next business day inspections but will be scheduled for the second business day.
  - Calls received Friday after 3:30 pm through Sunday will be scheduled for the following Tuesday
  - Calls received after 3:30 pm on the day before a holiday will be scheduled the second business day after the holiday
2. **INFORMATION REQUIRED WHEN SCHEDULING AN INSPECTION.** When calling the Inspection Request Line, leave all of the following information. If you leave out any of this important information, we may be unable to make your inspection:
  - ☐ The **ADDRESS** where the **WORK IS TO BE INSPECTED**
  - ☐ The **BUILDING PERMIT** or **OTHER PERMIT NUMBER**
  - ☐ The **TYPE** of **INSPECTION NEEDED**
  - ☐ Your **PREFERENCE** for a **MORNING (AM)** or **AFTERNOON (PM) INSPECTION**
  - ☐ Your **NAME** and a **PHONE NUMBER** where you can usually be reached
  - ☐ If you do not wish the inspection on the next business day, tell us the **exact day** when you do want the inspection
3. **INSPECTION CONFIRMATION TIME.**

Should you need to know if the inspector will arrive in the morning or afternoon, please call the Inspection Request Line or your assigned inspector between 7:30 and 8:30 am.

**SEE THE BACK OF THIS FORM FOR A LIST OF INSPECTORS AND THEIR PHONE NUMBERS**

**4. CANCELING AN INSPECTION.**

If the work will not be ready for inspection or if you need to cancel an inspection for any reason, call the Inspection Request Line BEFORE 8:30 in the morning.

**5. REINSPECTION FEE of \$65.00.**

**Reinspection fees may be charged when inspections are requested and:**

- Permit cards and/or approved plans are not available at the job site at the time of inspection
- There is a failure to provide access to the work site including the lack of proper ladders
- Work for which the inspection was requested has not been completed.
- Corrections to the work called for by the inspector have not been made.
- Construction does not conform to the approved plans and requires submission of revised plans

**6. INSPECTOR NAMES and PHONE NUMBERS. City Inspectors and their office and cell phone numbers are:**

<b>INSPECTOR</b>	<b>OFFICE PHONE No</b>	<b>CELL PHONE No</b>
KEN BROWN, Sr. Inspector	(408) 586-3249	(408) 690-9747
DON HALL	586-3250	690-9748
ERICH MITSCH	586-3253	690-9752
DORSEY WISEMAN	586-3246	690-9744
MIKE MARIANO	586-3268	690-9755
JIM DUTTON	586-3258	690-9753

**FOR FIRE DEPARTMENT INSPECTIONS CALL.....(408) 586-3380**

**FOR PUBLIC WORKS INSPECTIONS CALL.....(408) 586-2884**